



CITY OF HOUSTON

Annise D. Parker

Mayor

P.O. Box 1562
Houston, Texas 77251-1562

Telephone – Dial 311
www.houstontx.gov
<https://purchasing.houstontx.gov>

September 4, 2013

SUBJECT: Letter of Clarification No. **5** Third Party Administrator for Self-Funded Medical and/or Pharmacy Benefits Plans for the City of Houston

REFERENCE: Request for Proposal No. S37-T24702

TO: All Prospective Proposers

This Letter of Clarification is issued to provide information regarding access to the secure website containing PHI eligibility and medical / pharmacy claims detail files.

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

Eligibility and medical / pharmacy claims detail files will be provided on a secure website due to the PHI nature of this data. All proposers will be required to execute a non-disclosure agreement (NDA) prior to gaining access to the website. The NDA must be signed and dated by an individual with authority to bind the proposer's responses to the proposal. You can obtain a copy of the NDA on the Proposal Tech RFP website. Please email the fully executed NDA to Joyce Hays at Joyce.Hays@houstontx.gov; and, after receipt, you will be provided with access to the secure website.

Sincerely,

Gerri R. Walker

Gerri R. Walker
Assistant Director, Human Resources